

FILE

#257

### CHRISTMAS CHARITY PROGRAM

1. A group of Agency employees has volunteered to undertake a program in which all employees may participate in gift-giving to the less fortunate in the area. In the main front corridor on the first floor of the Headquarters Building there will be a decorated Christmas tree with a few dummy packages representing the gift-giving season.

2. To provide the opportunity for all employees to help the poor and the orphans and offer them the spirit of Christmas, this group invites Agency employees to place small gifts (such as toys, books, canned food items) around the tree in the front corridor.

3. A few suggestions are offered:

a. Each package or gift, except food, should be wrapped and labeled, i. e., boy 5-7 years, girl 10-12 years.

b. Food should not be wrapped.

c. If desired specific charities may be designated; i. e., Barney Neighborhood House, Catholic Charities Family Service Senior Citizen Corps, Salvation Army, Settlement House, etc. If no donee is specified, gifts will be distributed at the discretion of the employee committee.

4. Gifts will be picked up each evening for distribution.

APPROVAL TO PUBLISH:

DISTRIBUTION: ALL EMPLOYEES

(Signed) John W. Coffey

JOHN W. COFFEY  
Acting Deputy Director  
for Support

EO-DD/S:WEB:llc (27 November 1970)

Distribution:

- O - RCB
- 1 - DD/S (for signature)
- 1 - DD/S Chrono
- 1 - DD/S Subject ✓

TRANSMITTAL SLIP		DATE
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>[redacted] has seen this and approves. [redacted] and myself met with [redacted] and worked out how pick-ups will be handled. I've discussed with [redacted] who is in agreement.</p> <p>Recommend approval.</p> <p style="text-align: right;"><i>WMS</i> WEB</p> <p><i>Revised per your suggestions</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

STAT  
STAT  
STAT  
STAT

WEE -

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possible option to under tree would be to have

cartons wrapped in Xmas paper which might simplify

thw pickup by

2. ✓ To provide the opportunity for all employees to help the the poor and the orphans and to offer them invites the spririt of Christmas, this group ~~AN REQUESTS~~

Agency employees and others who work in the

Headquarters Building to place small gifts ~~HERE~~ (such as toys, books, canned food items) around the tree in the front corridor

3. A few suggestions are offered:

✓ a. Each package or gift, except food, should be wrapped and labeled, i.e. (etc'

✓ b. Food should not be wrapped

c. If desired ~~the gifts~~ specific ~~designations~~ charities may be designated, i.e.

If not donee is specified, gifts will be distributed at the discretion of the employee committee.

4. as is

Also we may have to adjust para 1 to make clear we are talking only about Hqs and limit distribution to Hqs employees or let bulletin go everywhere and have gifts brought to Hqs

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STAT

Ed -

Why don't you try your hand  
at a first draft of an All Employee  
Bulletin re. Xmas packages -

we should  
I think, give credit to  
"a group of concerned Agency  
Employees who will be managing  
the program."

Ed.

11/18

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Sol. White & Deputies

Approved — Per RWC

get CND,

& me together to plan  
how this will be handled

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17 Nov 70

Mr. C. -

I added the Priority ticket.

Is this an item you would want  
to mention at the Deputies'  
Meeting tomorrow when you  
discuss Christmas parties?

p.  
Also - no Xmas card  
price to Childrens Hospital

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1		11/17	WRM
2	Mrs. Coffey		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>I think this is a good idea, and that it would take hold.</p> <p>Do you think we could ask EAA to take this on, prepare an All Employee Bulletin (giving credit for the suggestion to a "Concerned Agency Employee), and make distribution of the packages received?</p> <p>(over)</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			11/13/78
UNCLASSIFIED			

STAT

STAT



I don't think EAA need enter into  
it. I would have [redacted]

draft Employer Bulletin and let  
his "committee of Ten" handle it.

Instruct [redacted] that he is  
responsible for orderliness of  
placement of gifts and proper  
disposition. I like the tree  
in the lobby - maybe we should  
have a second tree in "D" - "E" area

—WEL

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70-4518

SECRET

13 NOV 1970

MEMORANDUM FOR: Deputy Director for Support

THROUGH: SSA/DDS

ATTENTION:

SUBJECT: Agency Christmas Charity Program

25X1

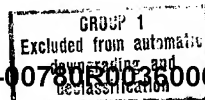
1. The following suggestion is submitted for consideration.

a. The Agency every year erects a large, gayly decorated Christmas tree in the lobby of the main building at Langley. Around the base of this tree are a number of beautifully wrapped dummy packages to attempt to represent "the gift giving season."

b. The tree is very pretty and nice to look at (if you see it). The position the tree is placed in the lower lobby, between the guards and the front door is poor since the only persons who see the tree are those lucky few people with front of the building parking permits, those visitors who use the shuttle bus, and the transient personnel who use the front door. My first suggestion is to move the tree back to the "D"- "E" corridor where the potted plants are now located, so that all can enjoy it and it can be seen by all from the "C", "J", and "F" corridors.

c. My second suggestion is that since this is the season of gift giving and a season to share your "well being" with others, when you give gifts to your wife, your children, your boy friends and girl friends, should it not also be a time when you share your well being with the less fortunate in the area. There are any number of these "less fortunate" people in the world. A man could be less fortunate than you if you park in South parking and he has to walk from West parking. This man is less fortunate than you, but he is not one of "the" less fortunate in the world. The

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truly less fortunate in the world, in fact in your own area, are the poor and the orphans. These are the people with whom you should share your well being. I would like to propose that the Agency employees add decorations to the tree in the front hall in the following way: bring in a small gift, a toy, an item of clothing, canned food, a book, or the like, nicely wrapped and place them under the tree. This method would let everyone help their less fortunate friends and also get into the true spirit of Christmas.

2. A few suggestions or guidelines:

a. Wrap and label each package or gift, i.e., Boy 5-7 years; Girl 10-12 years.

b. Food, do not wrap.

c. If desired, identify the charity you want your gift to go to, i.e.,

Barney Neighborhood House  
Catholic Charities  
Family Service  
Junior Citizens Corps  
Salvation Army  
Settlement House  
etc.

If no specific charity is designated the gifts would be distributed at the discretion of the program committee.

3. This program would have no Agency attribution (if so desired), and it would be run at little or no cost to the Agency. It would necessitate that the program instructions be prepared and distributed through Agency communication channels. A total of ten senior officers have volunteered to handle the collection and distribution

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of the presents, on their own time and using their own transportation facilities, if this program is approved and support is received. (For the initial running of this program, it is suggested that it be limited to the Headquarters building until it is determined how the program will take hold.)

4. Your kind consideration of this proposal will be appreciated.



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